



Welcome Home

HOA Board Meeting

Call to Order: 6:02 PM 2/13/2025

Board Members in Attendance:

1. Michelle Parsons
2. Andrew Matson
3. Al Schiftner
4. Emily LaFleur
5. Slav Kononenko

Others: Arlen Smith

Introductions:

- Michelle Parsons
 1. Has been on the board since she and Donnie moved into the community
 2. Helped to streamline minutes and HOA board at the time
 3. She would like to teach the new board members what we need to know over the next year before she resigns from the board in 2026
- Al Schiftner:
 1. He and wife Joan moved in October 2020
 2. Joined the ARC for the first few years of living in the community
 3. Then joined the board in 2024
 4. Does not plan to go toward reelection in 2026
- Emily LaFleur:
 1. Moved into the community 2023
 2. She was on the HOA board in her previous neighborhood / 14 house/home gated community
 3. Husband Blake / 2 kids
- Andrew Matson:
 1. Moved to the community June 2021
 2. Husband, Michael Warren
 3. Works in HR/Advertising Agency
- Slav Kononenko:
 1. Moved to the community in February 2023
 2. Currently, building a house next door to his home for his daughter

Agenda:

1. Designate Board Assignments

1. President: Al Schiftner
2. VP/Treasurer: Andrew Matson
3. Secretary: Emily LaFleur
4. Remaining Board Members: Michelle Parsons & Slav Kononenko

2. Schedule of 2025 Board Meetings

- Quarterly Board Meetings
 1. April 8, 2025
 2. July 8, 2025
 3. October 14, 2025
 4. December 9, 2025
- Member's Meeting- Board Member and Community Members
 1. July 22, 2025
 2. January 13, 2026
- Others: Community Events
 - Community Events Committee Chair: Emily LaFleur
 1. Task: Create a Calendar of Events
 2. Andrew Motions, Al seconds, Emily Accepts

3. Treasurer & Secretary turnovers

- Al discussed with Amy the turnover of position. Andrew will get with her for the specifics
 1. Need: EOY 2024 financial statement
 2. Treasurer: To obtain control of all HOA expense accounts.
 3. Bank Account access: Andrew Matson, Al Schiffner, and Michelle Parsons
 4. Insurance: Andrew Matson to review
 5. PO Box Key: Andrew Matson to obtain from Amy
- Budget: Needs to present a budget by the Treasurer
 1. Regular assessments collection begin in July
 2. Raise / Lower / Maintain > Andrew Matson to review with outgoing treasurer
- Expense Reporting
 1. Al Schiffner is still owed expense reimbursement; Andrew Matson to review and update at the next meeting
- Secretary: Community Facebook Accounts, Access to Website

4. Documents needing updating w/County

1. Franchise tax account
2. franchise management certificate
3. Statement of Change of Registered Office
4. Updating personnel on the documentation / Al to have a conversation with the Attorney (Vinay)

5. Regular assessment collections:

- 2024 Dues
 1. 4 Delinquent Members within the community
 2. Andrew to determine with Amy who is on this list
 3. Invoicing through GoDaddy For Future planning and collections
- 2025 / 2026 Assessment Collections: July 1-10th
 1. Per CCR, at minimum 30-day written notice (June 1st) / Plan is to provide written and e-mail communication notice/invoice by 5/26/2025

6. GoDaddy Invoicing surcharge fees.

1. Email
2. Website
3. Action: Emily to identify another way for Board to work/conduct e-mail, website & collections to better serve the Board & community and save money.
4. Surcharge Fees: Discussion around who is responsible for the credit card fee. Fees are non-refundable

7. Violation enforcement.
 1. 23 property owners / 39 courtesy violations
 2. Per policy after 14 days / a written letter/notice of violation
 3. Pull a sheet of current violations
 4. Board to review violations and suitable time frames for correction
 5. AI to provide HOA Board / Discrepancy list
8. Records Retention Policy compliance:
 1. AI to send Treasurer for Record Retention / HOA Board Communication
 2. Compliant: Texas property code 209.005
9. Mailbox shortage:
 1. 3 Community Mailboxes (16 Boxes each)
 2. John Hencken / Mailbox Key back / Attorney to provide a certified mail
10. Administrative policies (New to discuss during our next board meeting):
 1. Rainwater harvesting
 2. Solar panels
 3. Email Registration
 4. Records Inspection / Copy and retention
 5. Property improvement
 6. Standby Electric Generators
11. Hencken Ranch common areas damaged
 1. Bridge / Pier erosion (Cutter Corral)
 2. Primary road Manhole caving in at the end of the road / Who is responsible
 3. Missing Stop sign (County)
 4. Primary road erosion (Insurance)
 5. Ben Day Murrin Road depressions (County)
 6. HOA Board to review Insurance Policy
12. Gas well driveway and noise:
 1. Previous Surveys 2019 / Review
 2. Changing of Topography / worth reassessment
 3. HOA to follow up Chris/Elizabeth Bookwalter - Michelle to follow up with the property owner
 4. Discuss with John Hencken
13. Community directory:
 1. Secretary: Facebook / Email Communication
 2. Consent form for homeowners / Google Form
14. CCR amendments
 1. CCR Amendment 4.18: Burning debris
 2. CCR Amendment 4.15: Mother-in-law suites / Guesthouses
 3. President to send out proposed language
15. Election capture:
 1. Election Committee
 2. Standardized Election Format
 3. Consistency with Information / Google Form for the capture of voting
 4. Proxy Voting
16. Meeting of Member's capture:
 1. Excellent turnout
 2. Need to establish and maintain an environment conducive for productive conversations.

Adjournment 8:51 PM

New Business:

1. Community Road / Easement Discussion
 2. Go Daddy Invoicing
 3. Dues Policy and Enforcement
 4. Discussion of Creating an Enforcement Committee
- Best practices for member's meeting
 1. Grievances
 2. Opportunities to hear from the community
 - Lack of communication from the Board / Proper modes of conversation
 1. Board discussions with community members / Face to face